

PS-10.02, "Inmate Substance Abuse Programs" October 1, 2007

SCDC POLICY/PROCEDURE

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Change 2 to PS-10.02: 9.1

NUMBER: PS-10.02

TITLE: INMATE SUBSTANCE ABUSE PROGRAMS

ISSUE DATE: October 1, 2007

RESPONSIBLE AUTHORITY: DIVISION OF PROGRAMS AND SERVICES

OPERATIONS MANUAL: PROGRAM SERVICES

SUPERSEDES: PS-10.02 (July 1, 2002)

RELEVANT SCDC FORMS/SUPPLIES: 4-1, 4-2, 4-3, 4-4, 4-5, 4-6, 4-7, 4-8, 4-9, 4-10, 8-17, 17-9, 18-68, 19-11, 19-69, M-122

ACA/CAC STANDARDS: 4-ACRS-4C-08, 3-4344-1, 3-4371, 4-4437 through 4-4441

STATE/FEDERAL STATUTES: NONE

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PURPOSE: To establish guidelines for identifying, assessing, and treating inmates with substance abuse problems.

POLICY STATEMENT: The South Carolina Department of Corrections is committed to maintaining the health and well-being of all inmates incarcerated in the Agency. To identify, assess, and treat those inmates who may require substance abuse services, the SCDC will provide a continuum of substance abuse treatment programs to the extent that resources and budget allow. The mission of the Substance Abuse Services Program is to appropriately identify and assess the individual and collective needs for substance

abuse prevention, intervention, and treatment services within the SCDC. In order to meet these needs, the Division of Program Services will ensure that a broad range of services are available and the provision of these services will be based on sound research and effective clinical practices through substance abuse services. The major objectives of the SCDC's substance abuse service are to: provide levels of substance abuse prevention, intervention, and treatment services that will reduce offender substance abuse; to provide substance abuse prevention, intervention, and treatment services that will increase successful reintegration of the offender into the community; to provide substance abuse services that will reduce recidivism; to continuously evaluate the effectiveness of substance abuse services; and to maintain and increase the quality and quantity of our substance abuse services. (4-ACRS-4C-08, 3-4344-1, 3-4371, 4-4437 through 4-4441)

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## SPECIFIC PROCEDURES:

### 1. RESPONSIBILITIES:

1.1 The Division Director of Program Services/Designee will monitor each program to ensure that appropriate services are provided, program standards are maintained, and contractual obligations are met by contracted providers. The Director of Program Services or designee will visit each program a minimum of one (1) time per year. During each visit, an evaluation of the program clinical record keeping activities will be conducted to ensure that each program is practicing acceptable record keeping methods.

1.2 The Substance Abuse Services ATU Coordinator will:

- Review, at a minimum, 10% of program clinical records once per year;
- Document all findings;
- Conduct an exit interview with program supervisors;
- Prepare a written report/summary of monitoring visit;
- Submit completed written report to the Director of Program Services within 10 working days after the visit, and disseminate as required; and
- Schedule return monitoring visits as needed.

1.3 Program Supervisors are responsible for developing and implementing appropriate in-house quality assurance protocol.

1.4 The Division of Classification and Inmate Records is responsible for ensuring that appropriate inmates are assigned to treatment programs as bed space permits.

1.5 Each alcohol and drug treatment program operating within the SCDC will have a written document that explains the program's treatment philosophy within the context of the total correctional system. The document will also include goals and measurable objectives. These documents will be reviewed at least annually and updated as needed. The treatment program supervisor will be responsible for documenting this review and maintaining copies of the document and any reviews. (4-4438)

### 2. ORIENTATION AND SCREENING:

2.1 When an inmate arrives at an SCDC Reception and Evaluation Center, an SCDC staff member will give the inmate an orientation that includes: an educational lecture on substance abuse; a description of SCDC substance abuse programs, admissions criteria, program length, and referral procedures; an overview of SCDC Policies/Procedures relevant to mandatory program participation; inmate drug testing and penalties for the use/possession of drugs and/or alcohol; zero tolerance; and employee-inmate relations. This orientation will be documented in the "program screen" of the Offender Management System. Additionally, all inmates will complete an orientation checklist. All orientation checklists will become a permanent part of the inmate's Central Record. (See Attachment A to this policy/procedure.)

2.2 While at the R&E Center, the inmate will complete a Drug Dependency Screen (DDS). The results of the DDS will be used to determine if the inmate reports a history of substance abuse. The results of the DDS (dependent or non-dependent) will be entered into the inmate's Offender Management System record. The DDS may be administered by and SCDC employee who has been trained by a designee of the Division of Program Services. A qualified Substance Abuse or Mental Health services professional will score/interpret results of the DDS.

2.3 Inmates who receive a score of three (3) or above on the DDS will be randomly selected for program admission as bed space becomes available. (4-ACRS-5A-8, 3-4344-1)

2.4 Inmates whose DDS results are invalid (via the Offender Management System), and who have relevant documented histories (i.e., court ordered driving and drug offenses) will be selected for the program. Upon admission to a substance abuse program, the DDS will be re-administered to determine its validity and the inmate will be further assessed for substance abuse program necessity.

### 3. ASSESSMENT:

All inmates who are considered for admission to any substance abuse services treatment program will be assessed using a bio-psychosocial assessment model. Completion of the assessment phase to determine placement appropriateness will be the responsibility of the receiving program staff and/or treatment team (if applicable). Approval for admissions will also be the responsibility of the receiving program staff and/or treatment team. Deviation from admission/referral guidelines in this policy/procedure must be submitted in writing or via the CRT to the Substance Abuse Services/designee and the Division Director of Operations. The completed bio-psychosocial assessment and all other related documents will become a permanent part of the inmate's clinical record. When an inmate has been identified as needing substance abuse services and is currently assigned to Prison Industries as a worker, the Addiction Treatment Unit Placement Coordinator (ATUPC) will give the Division Director of Prison Industries 30 days notice in order to allow for placement of other inmate workers. This notification will be made via the CRT. (4-ACRS-5A-8, 3-4344-1)

(NOTE: Addiction Treatment Unit placement will occur after 30 days and pending the availability of bedspace.)

### 4. REFERRAL:

4.1 Residential Programs: All potential residential program participants must meet the program eligibility requirements and custody level for the specific program and custody and security requirements. (See paragraphs 9-10 for specific program eligibility requirements.)

4.1.1 Each month, the Division of Resource and Information Management (RIM) will generate a computer list of inmates who are potentially eligible for program admission. RIM will provide this list to the Division of Classification and Inmate Records.

4.1.2 The Division of Classification and Inmate Records designated staff person(s) will screen and qualify all potential program participants in accordance with respective program eligibility requirements. Inmates will be admitted to programs as bed space permits.

4.1.3 An inmate with a mental health classification must be evaluated by a Qualified Mental Health Professional before admission to any residential Addictions Treatment Unit can be finalized. All such referrals will be submitted in writing through the Division Director of Program Services for substance abuse services review and approval. Referrals will include, but will not be limited to:

- Mental Health history;
- Current mental health condition and classification;
- Current and/or past prescribed treatments;
- Mental Health treatment plan; and
- Assessment summary.

4.2 Institutional Substance Abuse Program: Institutions that have an assigned substance abuse or clinical correctional counselor who will make referrals directly to the assigned counselor. All these referrals will be documented on SCDC Supply M-122, "Referral/Action Taken Form," or by CRT and must include the reason for referral. In cases of self-referrals, inmates will submit their request in writing (utilizing SCDC Form 19-11, "Request To Staff Member") to the on-site substance abuse counselor.

4.3 Other Referrals: Referrals for all substance abuse services programs may also be made directly to the Division of Program Services.

4.3.1 SCDC Staff: May submit inmate referrals using SCDC Supply M-122, "SCDC Referral/Action Taken Form," or via CRT. Referrals submitted via CRT must include the inmate's name, SCDC number, and reason for referral.

4.3.2 Inmates: May self-refer using SCDC Form 19-11, "Request To Staff Member."

## 5. REVIEW OF REFERRALS:

All referrals will be reviewed by the appropriate Substance Abuse Services staff. This review will determine whether or not the inmate meets the minimum standards for entry into the recommended program. A referral disposition will be forwarded to the referral source within 30 days of receipt of initial referral. All program admission requirement waivers must be approved by the Division Director of Program Services or designee.

## 6. FAITH BASED INSTITUTIONAL SUBSTANCE ABUSE PROGRAMS ( FB - ISAP):

The Faith Based Institutional Substance Abuse Program (FB-ISAP) consists of group substance abuse programs located at two SCDC (2) institutions, Perry Correctional Institution and Watkins Pre-Release Center.

6.1 The Watkins Faith Based Alcohol and Drug Education Program - Potter's Clay, is a 56 bed substance abuse education program for male inmates. The program's design is group orientated and will be close ended. The program uses principles of the Christian faith to help individuals addicted to alcohol and other drugs. In addition, the program places a high priority on post-incarceration supervision and/or follow up services. The duration of the program is generally a minimum of sixty days. (4-4440)

### Minimum Criteria for Consideration:

- must be classified as dependent by the SASSI or DDS, or assessed as dependent by a qualified Substance Abuse or Mental Health services professional;
- must be within 7-9 months from max-out release date;
- must be classified as a violent offender;
- must have a primary address for the upstate of South Carolina;
- must not be convicted of a current and/or prior sex crime;
- must not have any category 4 or 5 detainees;
- must be medically compliant and stabilized if diagnosed as mentally ill;
- must be medically sound and have NO needs for 24 hour medical services at the time of referral; and
- must have not documented acts of violence six (6) months prior to admission.

6.2 The Perry Correctional Institution Celebrate Recovery Faith Based Alcohol and Drug Addiction - Recovery Support Program is a 48 bed substance abuse education program for adult male inmates. The program design is group oriented and will be closed ended. The program uses principles of the Christian faith, to help individuals addicted to alcohol and other drugs. In addition, the program places a high priority on post incarceration supervision and/or follow-up services. The duration of the program is generally a minimum of ninety days. (4-4439, 4440)

### Minimum Criteria for Consideration:

- Must be classified as dependent by the SASSI or DDS or assessed as dependent by a qualified Substance Abuse or Mental Health services professional;
- Must be within 7-9 months from max-out release date;
- Must be classified as a violent offender;
- Must have a primary address for the upstate of South Carolina;
- Must not be convicted of a current and/or prior sex crime;
- Must not have any category 4 or 5 detainees;
- Must be medically compliant and stabilized if diagnosed as mentally ill;

- Must be medically sound and have NO needs for 24 hour medical services at time of referral; and
- Must have no documented acts of violence six (6) months prior to admission.

## 7. FEMALE ADDICTION TREATMENT UNITS:

7.1 Leath Addiction Treatment Unit (LATU): The LATU is a 96 bed substance abuse treatment program for female inmates. The program treatment design is a modified therapeutic community and is gender relevant to alter substance abuse, criminal, and self-destructive behaviors. In addition, the program places a high priority on post-incarceration supervision and/or follow-up services. The duration of the program is generally between six (6) to nine (9) months. (4-4439, 4-4440)

### Minimum Criteria for Consideration:

- Must meet the custody/security level for the assigned institution;
- Must be classified as dependent by the SASSI or DDS, or assessed as dependent by a qualified Substance Abuse or Mental Health services professional;
- Must be within ~~6-12~~6-48 months from max-out release date or be granted conditional parole relating to substance abuse treatment needs; (Amended by Change 1, dated April 12, 2010)
- Must not be convicted of a current and/or prior sex crime;
- Must not have Category 4 or 5 detainer;
- Must be medically compliant and stabilized if diagnosed as mentally ill;
- Must have no documented acts of violence six (6) months prior to admission.

7.2 Goodman Addiction Treatment Unit (GATU): The GATU is a 47 bed substance abuse treatment program for straight time sentenced and the youthful offender female inmates. The program treatment design is a modified therapeutic community (TC) model, and is gender relevant to alter substance abuse, criminal, and self-destructive behaviors. In addition, the program places a high priority on post-incarceration supervision and/or follow-up services. The duration of the program is generally a minimum of six (6) months. (4-4439, 4-4440)

Female inmates who are considered for assignment to the GATU must meet the following criteria:

- Must be between the ages of 17-25
- Must meet the custody/security level for the assigned institution;
- Must be classified as dependent by the SASSI or DDS, or assessed as dependent by a qualified Substance Abuse or Mental Health services professional;
- Should be within ~~9-18~~6-48 months from max-out release date or granted conditional parole; (Amended by Change 1, dated April 12, 2010)
- Must not be convicted of a current and/or prior sex crime;
- Must not have any category 3-5 detainers;
- Must be medically compliant and stabilized if diagnosed as mentally ill;
- Must be medically sound and have NO needs for 24 hour medical services at time of referral;
- Must have no documented acts of violence six months prior to admission.

7.3 The institution of assignment will be notified of pending placement for inmates assigned to special jobs (i.e., Prison Industries, Litter Crews, etc.). When an inmate has been identified as needing substance abuse

services and is currently assigned to Prison Industries as a worker, the Addiction Treatment Unit Placement Coordinator (ATUPC) will give the Division Director of Prison Industries 30 days notice in order to allow for placement of other inmate workers. This notification will be made via the CRT.

8. Inmates who do not meet the admission criteria as outlined for residential ATU programming may be considered on a case-by-case basis. Direct service staff requesting such consideration for an ATU admission will be required to submit a bio-psychosocial assessment and any additional documentation supporting the appropriateness of the referrals to Substance Abuse Services. All such referrals will be thoroughly reviewed by a Substance Abuse Services Review Team and, in cases where appropriate, re-assessed for additional information and further determination of need. Substance Abuse Services has the authority to waive exclusionary criteria (except for custody/security level requirements) and initiate an ATU admission. In cases where the inmate is found to be inappropriate for ATU admission, other substance abuse programming (non-residential) as described in this policy/procedure will be offered as an alternative.

## 9. MALE ADDICTION TREATMENT UNITS:

9.1 Lee CI ATU Program: The Lee CI ATU Program is a 256 bed substance abuse treatment program for male straight time inmates. The treatment program design is a Therapeutic Community with emphasis on changing criminal-thinking, developing cognitive skills, and causing behavioral restructuring. The program structure is designed with 256 beds designated as long-term (3-66-9months in duration) With this model there is staff oversight of all treatment activities and clinical decisions. The overall goals of the program are to assist participants in changing their attitudes, values, and behaviors that led to drug use, criminal behavior, and incarceration. In addition, the program places a high priority on post-incarceration supervision and/or follow-up services. (4-4439, 4-4440) (Amended by Change 2, dated August 22,2011.)

Male inmates who are considered for long-term assignment to the Lee CI ATU Program must meet the following criteria:

- Must be classified as dependent by the SASSI or DDS, or assessed as dependent by a qualified Substance Abuse or Mental Health services professional;
- Must be within 9-12 months from max-out release date, or be granted conditional parole relating to substance abuse treatment needs; (NOTE: Inmates eligible for community program/work release assignment may be eligible with longer remaining sentence length.)
- Must not be convicted of a current and/or prior sex crime;
- Must not have any category 4 or 5 detainers;
- Must be medically compliant and stabilized if diagnosed as mentally ill;
- Must have no documented acts of violence six (6) months prior to admission.

9.2 Correctional Recovery Academy (CRA): The CRA is a 272 bed (136 beds are designated for inmates between the ages of 17 - 20, and the remaining 136 beds are designated for inmates between the ages of 21 - 25) substance abuse treatment program for male inmates who have been sentenced under the Youthful Offender Act. The program treatment design is a modified therapeutic community. The CRA has a daily schedule of meetings and activities that are very time-oriented (structured). The program focus is on the community and utilizes a variety of therapeutic community techniques which motivate the inmate to



examine his thought processes, past decisions, addiction, anger management, and life skills. Through this treatment process, inmates learn to develop individual and community responsibilities. In addition, the program places a high priority on post-incarceration supervision and/or follow-up services. The duration of the program is generally six (6) months, but may be extended for a period not to exceed 12 months. This program is located at Turbeville Correctional Institution. All referrals will be in accordance with SCDC policy/procedures relating to the Youthful Offender Intensification Program. (4-4439, 4-4440)

Male inmates who are considered for the Correctional Recovery Academy must meet the following criteria:

- Must have successfully completed an SCDC Addiction Treatment Unit during current period of incarceration and/or be eligible for labor crew/work release program;
- Must have a minimum of 6 - 12 months remaining on sentence;
- Must have no victim/witness opposition;
- Must have no detainers remaining that are category 4 or 5;
- Must have no documented acts of violence 18 months prior to admission.

9.3 Inmates who do not meet the admission criteria as outlined for residential ATU programming may be considered on a case-by-case basis. Direct service staff requesting such consideration for an ATU admission will be required to submit a bio-psychosocial assessment and any additional documentation supporting the appropriateness of the referrals to substance abuse services. All such referrals will be thoroughly reviewed by a substance abuse services review team and, in cases where appropriate, re-assessed for additional information and further determination of need. The Division Director of Program Services has the authority to waive an exclusionary criteria (except for custody/security level requirements) and initiate an ATU admission. In cases where the inmate is found to be inappropriate for ATU admission, other substance abuse programming (non-residential) as described in the policy/procedure will be offered as an alternative as it becomes available.

## 10. PROGRAM PARTICIPATION:

10.1Mandatory Participation: All substance abuse treatment programs are Compulsory Programs. Program attendance and positive participation are MANDATORY requirements for all inmates screened as chemically dependent and assessed as having a need for substance abuse services. Failure to comply with the mandatory program requirements will result in appropriate disciplinary action as outlined in SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." Inmates refusing to attend and/or participate in substance abuse programs will be charged with a major rules violation. Only non-program issues may result in inmates being charged with a minor rules violation.

10.2 Incentives for Program Participation in Substance Abuse Services Treatment or Educational Programs: Inmates who are assigned to an SCDC residential Addictions Treatment Unit will be assigned "Minimum-In" Custody Level and will have the privileges associated with this custody level. See SCDC Policy/Procedure OP-21.04, "Inmate Classification Plan," for additional information. In addition, inmates assigned to an SCDC residential Addictions Treatment Unit may participate in special events within the institution tailored to the specific needs of the substance abusing inmate. (The frequency and duration of these events will vary from institution to institution, but may include Family Focus Groups, Outside Presentations, and Large Group Activities, etc.)

10.3 Incentives for Completion of SCDC Residential Addiction Treatment Units: Inmates who satisfactorily graduate from an SCDC residential Addiction Treatment Unit may be eligible for the following incentives:

- The successful ATU graduate may request an institutional transfer. (The inmate must meet all custody and security requirements for the requested institution and bed space must be available.)
- The ICC will give consideration to inmates who have successfully completed an ATU when assigning the inmate to a work assignment or recommending vocational and/or academic assignments.

10.4 Incentives for Program Participation and/or Completion of any Substance Abuse Services Treatment or Educational Program:

- Certificates and other documentation showing successful completion will be maintained in the inmate's institutional record and in the automated offender management system. (4-4441)

## 11. DISCHARGE/TERMINATION:

11.1 Reasons for Discharge or Termination From Any Substance Abuse Services Program: Inmates may be discharged or terminated from any substance abuse services programs for any one or more of the following reasons:

- Successful completion;
- Administrative reason(s), i.e. medical, court;
- Failure to participate/comply with program requirements;
- Institutional disciplinary violations;
- Parole.

11.2 Documentation Required for Discharge/Termination: In all cases, program staff are required to document such actions on SCDC Form 4-6, "Discharge Summary," and enter appropriate information into the Offender Management System (OMS) within 10 working days of the discharge/termination. In cases where successful completion is noted, appropriate discharge planning is required and must be documented as a permanent part of the inmate's treatment record. In cases where an inmates failure to participate/comply with program requirements is noted, inmates will be charged with "Refusing to Attend the Compulsory Program" as described in SCDC Policy/Procedure OP-22.14, "Inmate Disciplinary System." All actions will be documented using SCDC Form 19-69, "Disciplinary Report and Hearing Record." All relevant information (such as warning notices) will be attached. All discharges/terminations will be appropriately documented and made a permanent part of the inmates treatment record.

### 11.3 Procedures for Discharge/Termination:

11.3.1 Residential Programs: When an inmate fails to participate/comply with program requirements and the program staff determine that the inmate cannot remain in the program, the staff will submit a formal recommendation to the substance abuse services designee who will be the approving authority for such program removals. EXCEPTION: If it is determined that an inmate poses a threat to the security and custody of the institution, or for disciplinary reasons, the Warden or designee may remove an inmate from the program. In all cases, relevant details prompting removal will be documented and made a permanent part of the inmate's clinical record.

- Each request for removal will be submitted in writing via memorandum and/or CRT and will include the inmate's full name, inmate number, and a full explanation of the reasons for the removal;
- Requests must have the initial approval of a Program Supervisor and/or Warden/designee.
- Requests not indicating Program Supervisor's approval and removal reason(s) will not be processed;
- Approved requests will be forwarded to the Division of Classification and Inmate Records for final processing. Requests that are not approved will be returned to the responsible Program Supervisor with a disposition.

11.3.2 Non-Residential Programs: It will be the responsibility of the service provider to submit to the respective Warden or designee in writing the names of inmates not attending and/or participating in assigned programs.

### 12. READMISSION:

All requests for re-admission will be considered on a case-by-case-basis. In all cases of unsuccessful completion, an inmate requesting re-admission will not be considered for three (3) months after the discharge/termination date. Approval for re-admission to any substance abuse services program will be the responsibility of the designee appointed by the Division Director of Program Services. Refer to SCDC policies/procedures relating to the Youthful Offender Intensification Program for additional information related to Youthful Offender Act (YOA) inmates.

### 13. POST INCARCERATION REFERRALS AND FOLLOW UP:

In cases of successful ATU completion and SCDC release, the primary counselor of these inmates will be responsible for establishing a follow up appointment with specific community service provider. Approximately two (2) weeks prior to the inmate's graduation/release from the ATU/SCDC, a program designee will be responsible for contacting a designated liaison at a county substance abuse commission to which the referral is being made. An appointment will be made for the inmate in his/her intended county of residence. The primary counselor will ensure that all appropriate documentation (to include SCDC Form 4-4, "Consent for Release of Confidential Information") is completed and signed by the inmate being referred. The primary counselor will forward all relevant and required documentation to the liaison at the county substance abuse commission. The primary counselor/designee will contact the appropriate county alcohol and drug commission liaison for follow-up information not later than 30 days after the appointment date. All contacts will be recorded on SCDC Form 4-6, "Discharge Summary," and made a permanent part of the

inmate treatment record. (4-4439)

#### 14. CLINICAL RECORD KEEPING:

14.1 Contents of Clinical Records: All direct service staff (contract or SCDC) under the supervision of the Division of Program Services are required to maintain individual clinical records on each program participant. It will be the responsibility of each program supervisor to establish an appropriate and acceptable record keeping protocol. All record keeping protocols must be approved prior to implementation by the Division Director of Program Services. The specific clinical record documentation required by Substance Abuse Services includes, but is not limited to:

- SCDC Form 4-1, "Biopsychosocial Assessment";
- SCDC Form 4-9, "Assessment Summary";
- SCDC Form 4-7, "Individual Treatment Plan";
- SCDC Form 4-8, "Supplemental Treatment Plan";
- SCDC Form 18-68, "Staff Memoranda" (to be used for narrative progress notes);
- SCDC Form 4-2, "Expectation of Participation";
- SCDC Form 8-17, Specified Inmate Drug Testing";
- Clinical Records Checklist (See Attachment B of this policy/procedure);
- SCDC Form 4-5, "Statement of Client's Rights and Confidentiality";
- SCDC Form 4-4, "Consent for Release of Information";
- SCDC Form 4-3, "Client Record Form"
- SCDC Form 4-10, "Treatment Team Review";
- SCDC Form 4-6, "Discharge Summary"; (4-4439)

14.2 Clinical Records Maintenance and Security: Each program must establish and utilize a clinical records maintenance system. This will ensure that inmate clinical records are accessible when needed, but are maintained and stored with appropriate security measures to ensure the confidentiality of the records. Maintaining records in a single location will present fewer problems in terms of staff time and record security. Therefore, it is a requirement that all programs develop a centralized record system.

14.3 Records Retention: Records are to be retained in the active file until the inmate is released. The file should then be transferred to the inactive file. Break inactive files at the end of each fiscal year. Retain in the agency for three (3) additional years, at that time they can be destroyed in accordance with the destruction procedures of the S.C. Department of Archives and History.

14.4 Confidentiality: Program staff members are required to be familiar with Federal Regulations regarding Confidentiality of Alcohol and Drug Abuse Patient (inmate) Records (42 CFR, Part 2) and comply with SCDC Quality Assurance Administrative and Fiscal Standards regarding record maintenance.

#### 15. STAFF DEVELOPMENT AND TRAINING:

Substance abuse services is committed to the professional development and training of all employees. Employees must utilize SCDC Form 17-9, "Pre-Registration," for all SCDC training. In order to attend training, a written request must be submitted to the appropriate supervisor for consideration and approval.

All Substance Abuse employees are required to receive the necessary training as outlined in SCDC Policy/Procedure ADM-17.01, "Employee Training Standards."

#### 16. DEFINITIONS:

Addiction Treatment Unit (ATU) refers to a housing area in an institution designated to provide intensive substance abuse treatment services.

Biopsychosocial Assessment refers to a clinical assessment administered by a Substance Abuse Services employee which is used to ensure that the most appropriate treatment services are provided.

Drug Dependency Screen (DDS) refers to the screening instrument administered to inmates to identify substance dependency.

Primary Counselor refers to a specific SCDC or contract employee who has been assigned to provide counseling services to a specific inmate or group of inmates.

Program Supervisor refers to the on-site supervisor of a substance abuse program.

Substance Abuse Subtle Screening Inventory (SASSI) refers to a screening instrument administered to inmates to identify substance dependency.

Substance Abuse Service Provider refers to an SCDC employee assigned to substance abuse services who is designated to provide substance abuse services to the inmate population.

Therapeutic Community (TC) refers to a specific treatment model/approach. This model of treatment is typically used in the SCDC ATUs.

—  
s/Jon E. Ozmint, Director

ORIGINAL SIGNED COPY MAINTAINED IN THE DIVISION OF POLICY DEVELOPMENT.

South Carolina Department of Corrections

Substance Abuse Services

ORIENTATION CHECKLIST

The following items have been explained to me on \_\_\_\_\_:

(Date)

Place initials next to each item listed:

Basic Alcohol and Drug Information

\_\_\_\_\_ Video: "The Psychology of Addiction"

\_\_\_\_\_ Alcohol/Drug Abuse & the Criminal Thinker

SCDC Policy/Procedure PS-10.02, "Inmate Substance Abuse Programs"

\_\_\_\_\_ Program Participation Requirements

\_\_\_\_\_ SCDC Substance Abuse Treatment Programs

\_\_\_\_\_ Inmate identification and Program Placement (Referral) Procedures

\_\_\_\_\_ Confidentiality

SCDC Policy/Procedure GA-03.03, "Inmate Drug Testing/Screening Program"

\_\_\_\_\_ Testing Requirements

\_\_\_\_\_ Frequency and Categories of Testing

\_\_\_\_\_ Positive Drug Test Results (Disciplinary, Targeting)

\_\_\_\_\_ SCDC Policy/Procedure GA-03.04, "Zero Tolerance"

\_\_\_\_\_ SCDC Policy/Procedure ADM-11.34, "Employee-Inmate  
Relations"

My signature below indicates that the items initialed above have been explained to me and I have been given the opportunity to discuss the items and ask any questions I may have.

_____	_____
Staff Signature	Inmate Name (print)

_____	_____
Date	Inmate Signature

_____	_____
SCDC#	Date

PS-10.02

Attachment B

Substance Abuse Services

CLINICAL RECORDS CHECKLIST

The following forms have been identified and included in this clinical record:

Date of Admission\_\_\_\_\_ SCDC#\_\_\_\_\_ Parole Eligibility Date\_\_\_\_\_

Section I:

Top to Bottom

Staff Initials

\_\_\_\_\_ Clinical Records Checklist

\_\_\_\_\_ 1. Expectations of Participation

\_\_\_\_\_ 2. Client Record Form

\_\_\_\_\_ 3. Consent for Release of Confidential Information

\_\_\_\_\_ 4. Statement of Client Rights and Confidentiality

Section II

Top to Bottom

Staff Initials

\_\_\_\_\_ 1. Discharge Summary

\_\_\_\_\_ 2. Supplemental Treatment Plan (If used)

\_\_\_\_\_ 3. Individual Treatment Plan

\_\_\_\_\_ 4. Treatment Team Review

\_\_\_\_\_ 5. Narrative Progress Notes

\_\_\_\_\_ 6. Assessment Summary



\_\_\_\_\_ 7. Bio-psychosocial Assessment

\_\_\_\_\_ 8. Any Other Assessment Related Tests

### Section III

Top to Bottom

Staff Initials

\_\_\_\_\_ 1. General Offender Profile-from CRT

\_\_\_\_\_ 2. SASSI Summary-CRT Copy (if available)

\_\_\_\_\_ 3. Drug Dependency Screen (TCUDDS printout from CRT)

\_\_\_\_\_ 4. TCUDDS Summary (CRT copy)

\_\_\_\_\_ 5. Urinalysis Report (if used)

### Section IV

Top to Bottom

Staff Initials

\_\_\_\_\_ 1. Prior Treatment Records (if any)

\_\_\_\_\_ 2. Program Specific Forms (homework, drop slips, learning  
experiences, behavior expectations, etc.)

Audited By:\_\_\_\_\_ Date:\_\_\_\_\_

